

## **SUPPLEMENTAL JOB DESCRIPTION**

Classification: TOXICOLOGIST II

Function Code: 9445-090

Position Title: TOXICOLOGIST II

Date Established: 07/16/03

Position Number: 42915

Date of Last Amendment: 4/17/06

**SCOPE OF WORK:** Performs the routine operations of a food defense or chemical terrorism response laboratory unit within the Public Health Laboratories. Conducts chemical, physical and toxicological analyses of biological and chemical samples and consumable materials in connection with medical and criminal investigations.

### **ACCOUNTABILITIES:**

- Conducts in depth analyses, including visual and physical evidence evaluations, of biological and environmental samples including foods using a wide variety of complex scientific instruments including but not limited to GC/MS and LC/MS/MS to identify and quantitate a chemical threat agent and other substances. Prepares detailed summaries of findings; and compiles information on individual analyses for final reporting.
- Coordinates and trains subordinate scientists in a sequence of chemical tests on unknown biological and chemical substances and food products suspected of being involved in a chemical terrorism or other public health incident.
- Troubleshoots instrument and procedure problems to assure efficient and accurate results. Errors in extraction, use of equipment and documentation of values can be extremely difficult to detect. Total runs must be reanalyzed and days and weeks can be lost in troubleshooting a problem analysis. Evaluates published literature for suitability of methods and integrates new procedures or modifies existing procedures to meet agency goals.
- Participates in proficiency testing and other quality assurance and quality control activities to document and verify accuracy and competency in performing analyses.
- Communicates with health care providers and other laboratory clients to convey test results and routine laboratory information. Maintains confidentiality at all times.
- Participates in cross-training as directed to meet agency goals; participates on laboratory committees and task forces to comply with laboratory policies and meet federal regulations.
- Orders supplies; maintains detailed records of select agent inventory to meet federal requirements.
- Collaborates with federal agencies such as FDA, CDC, FBI and law enforcement agencies and testifies in court as required. Works flexible hours when required.

**MINIMUM QUALIFICATIONS:**

**EDUCATION:** Possession of a Master's degree from a recognized college or university with major study in chemistry, biological or health sciences.

**EXPERIENCE:** Three years' experience in analytical chemistry or a biological science involving the analysis of human body fluids. Each additional year of approved work experience may be substituted for one year of required formal education at the graduate level only.

**LICENSE/CERTIFICATION:** Must meet the qualifications of General Supervisor as specified in the Clinical Laboratory Improvement Amendments of 1988 (CLIA) for the specialty of chemistry.

**SPECIAL QUALIFICATIONS:** Visual deficiencies must not interfere with ability to perform laboratory analyses. Physical condition must allow for the administration of vaccines and/or necessary diagnostic tests. Superior manual dexterity and coordination required. Must be willing and able to handle unpleasant and/or hazardous specimens such as, feces, sputum, blood, vomitus, urine, animal heads, and samples known to contain infectious organisms and/or toxic chemicals such as carcinogens and asbestos. Must be able to operate complex analytical instrumentation. Excellent oral communication skills are required. Must be eligible to hold a New Hampshire driver's license and have access to transportation for use in statewide travel. Must be eligible to work in the U.S. and able to pass a security background check.

**DISCLAIMER STATEMENT:** The supplemental job description lists typical examples of work and is not intended to include every job duty and responsibility specific to a position. An employee may be required to perform other related duties not listed on the supplemental job description provided that such duties are characteristic of that classification.

**SIGNATURES:** I have reviewed this job description for content.

Reviewer's Name, Title & Position #: Christine Bean, Administrator IV, #14780

\_\_\_\_\_  
Reviewer's Signature

\_\_\_\_\_  
Date Reviewed

I have reviewed the content of the above job description with my supervisor.

\_\_\_\_\_  
Employee's Name and Signature

\_\_\_\_\_  
Date

I have discussed the work responsibilities outlined by this job description with the above employee.

Supervisor's Name, Title, Position #: Sally Hartman, Toxicologist V, 8T278

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Supervisor's Signature

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Date Reviewed

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Division of Personnel

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Date Approved

## SUPPLEMENTAL JOB DESCRIPTION

Classification: TOXICOLOGIST III

Function Code: 9446-090

Position Title: TOXICOLOGIST III

Date Established: 07/16/03

Position Number: 42915

Date of Last Amendment: 4/17/06

**SCOPE OF WORK:** Supervises daily functions associated with food defense and chemical terrorism laboratory response for the Public Health Laboratories. Leads, develops and conducts chemical, physical and toxicological analyses of biological and chemical samples and consumable materials in connection with terrorism response and investigations.

### ACCOUNTABILITIES:

- Oversees the daily operations of the food defense laboratory function including evaluation of subordinate employees. Trains and supervises subordinates in analyses and method development techniques. Errors in extraction, use of equipment and documentation of values can be extremely difficult to detect. Total runs must be reanalyzed and days and weeks can be lost in troubleshooting a problem analysis. Must be able to work quickly but accurately in the event of an emergency.
- Performs detailed visual and physical evaluation of evidence from tampering and contamination cases and documents findings in writing. Preserves evidence and maintains chain of custody in terrorism investigations.
- Conducts in depth analyses, including visual and physical evidence evaluations, of biological and environmental samples including foods using a wide variety of complex scientific instruments including but not limited to GC/MS and LC/MS/MS to identify and quantitate a chemical threat agent, contaminant or other substance in blood, urine and other biological and environmental samples. Prepares detailed summaries of findings; and compiles information on individual analyses for final reporting.
- Develops methods and processes and interprets chemical test data from mass spectral analyses to identify and quantitate compounds from blood, urine and other biological matrices; prepares detailed summaries of findings; and compiles information on individual analyses for final reporting.
- Reviews, recommends and updates laboratory procedures; troubleshoots problems with analytical tests to isolate, identify and resolve problems, assure smooth operation and accurate and timely reporting of results; and reviews and maintains a program of quality control to assure individual competency and compliance with laboratory policies.
- Oversees supply ordering, maintains detailed records of select agents to meet federal requirements, evaluates published literature for suitability of methods and integrates new procedures or modifies existing procedures to meet agency goals.
- Participates in proficiency testing to document and verify accuracy and competency in performing analyses and laboratory committees and task forces to meet to comply with laboratory policies and meet federal regulations.
- Collaborates with federal agencies such as FDA, CDC, FBI and law enforcement agencies and testifies in court as required. Works flexible hours when required.

**MINIMUM QUALIFICATIONS:**

**EDUCATION:** Possession of a Master's degree from a recognized college or university with major study in chemistry, biological sciences, or forensic science.

**EXPERIENCE:** Four years' experience in analytical chemistry or a biological science involving the analysis of human body fluids. Each additional year of approved work experience may be substituted for one year of required formal education at the graduate level only.

**LICENSE/CERTIFICATION:** Must meet qualifications for Technical Supervisor according to the Clinical Laboratory Improvement Amendments of 1988.

**SPECIAL QUALIFICATIONS:** Visual deficiencies must not interfere with ability to perform laboratory analyses. Physical condition must allow for the administration of vaccines and/or necessary diagnostic tests. Superior manual dexterity and coordination required. Must be able to operate, maintain, and troubleshoot lab instrumentation such as gas chromatograph, high performance liquid chromatograph, and mass spectrometer. Must be willing and able to handle unpleasant and/or hazardous specimens such as, feces, sputum, blood, vomitus, urine, animal heads, and samples known to contain infectious organisms and/or toxic chemicals such as carcinogens. Excellent oral and written communication skills are required. Must be eligible to hold a New Hampshire driver's license and have access to transportation for use in statewide travel. Must be eligible to work in the U.S. and able to pass a security background check.

**DISCLAIMER STATEMENT:** The supplemental job description lists typical examples of work and is not intended to include every job duty and responsibility specific to a position. An employee may be required to perform other related duties not listed on the supplemental job description provided that such duties are characteristic of that classification.

**SIGNATURES:** I have reviewed this job description for content.

Reviewer's Name, Title & Position #: Christine Bean, Administrator IV, #14780

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Reviewer's Signature

\_\_\_\_\_  
Date Reviewed

I have reviewed the content of the above job description with my supervisor.

\_\_\_\_\_  
Employee's Name and Signature

\_\_\_\_\_  
Date

I have discussed the work responsibilities outlined by this job description with the above employee.

Supervisor's Name, Title, Position #: Sally Hartman, Toxicologist V, 8T278

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Supervisor's Signature

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Date Reviewed

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Division of Personnel

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Date Approved